IDIS RELEASE NOTES FOR VERSION 7.0

CPD plans to release the following IDIS items to production as IDIS Version 7.0 the evening of Thursday, December 12, 2002. They will be available for use on Friday morning, December 13, 2002.

1. RACE & ETHNICITY REPORTING:

Following OMB revised standards for reporting Federal data on race and ethnicity, IDIS is being modified to give grantees the ability to enter race and ethnicity data about activity beneficiaries into a new Hispanic ethnic category and ten race categories.

The five new single-race categories will be White, Black/African American, Asian, American Indian/Alaskan Native, and Native Hawaiian/Other Pacific Islander. When reporting to HUD, grantees will also be able to classify responses using five new multi-race categories: American Indian/Alaskan Native & White, Asian & White, Black/African American & White, American Indian/Alaskan Native & Black/African American, and Other Multi-racial.

The changes will have two significant impacts on grantee data collection and reporting: (1) Hispanic will no longer be a race category but instead will be the sole ethnicity category; and (2) Asian/Pacific Islander will split into two new categories of Asian and Native Hawaiian/Other Pacific Islander.

Inputting ethnicity and race data into the new categories will be mandatory for all grantees. For activities entered into IDIS after Version 7.0, the requirement will start immediately. Grantees will only see the new race/ethnicity categories when they come to an IDIS screen with data fields for race/ethnicity.

For activities already entered into IDIS prior to the release of Version 7.0, grantees should begin collecting race/ethnicity using the new categories as soon as possible. However, they will be given until 4/1/04 to complete the entry of data for the existing categories.

We realize that grantees often have agreements with non-profits on how to collect race and ethnicity data and it may not be feasible to change that process for a few months. The last date that grantees will be able to enter data into the current "Asian/Pacific Islander" or "Hispanic" race categories, which are not included in the new classification, will be 3/31/04. As of 4/1/04, these two race fields will be locked.

To better track beneficiaries, for new activities funded by more than one CDBG entitlement program, IDIS will now contain a separate beneficiary record for each program funding the activity. For existing multi-funded activities, a one-time program concurrent with the 7.0 release will create multiple beneficiary records.

Grantees will not be required to convert any racial data they have already saved to IDIS for the existing five race categories. The current race categories will continue to display in IDIS and appear on IDIS reports. For CDBG, ESG, and HOPWA, IDIS will copy any existing value for Hispanic race to the new Hispanic ethnicity field. For HOME, IDIS will convert the existing one-digit race codes to their new two-digit counterparts while retaining any existing race counts. In addition, for HOME, if an existing activity contains data for the Hispanic race, IDIS will populate the new "Hispanic" ethnicity field with a value of "Y." Existing HOME racial data for all other races will be populated with an "X" to indicate it predates Version 7.0.

IDIS currently collects race/ethnicity data on the following screens. Examples of each screen, as modified for Version 7.0 are provided, below. The <u>IDIS Reference Manual</u> has been updated to provide examples of these new screens and directions for how to enter race and ethnicity data on them.

- CDBG Direct Benefit (MA05/MH55) and the CDBG Displacement screen (MC03/MC53)
- ESG Racial/Ethnic Characteristics (ME07/ME57)

- HOPWA Racial/Ethnic Characteristics (MP12/MP62)
- HOME Rental Completion Characteristic Data (MH13/MH63), Single Address Completion Characteristic Data (MH14/MH64), Multi-Address Characteristic Data (MH13/MH63), and Tenant-Based Rental Setup (MH06/MH56)

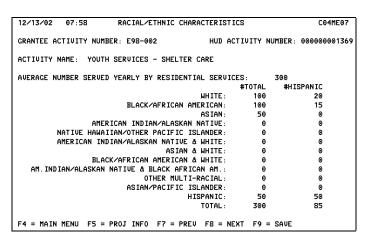
CDBG DIRECT BENEFIT

| 12/13/02 09:12 | DIRECT BENEF | IT | | C04MA05 |
|---|--------------------|--------|---------------|------------------|
| GRANTEE ACTIVITY NUMBER: ACTIVITY NAME: DENTAL P | | HUD | ACTIVITY NUMB | ER: 000000001648 |
| COUNTS BY HOUSEHOLDS OR TOTAL NUMBER BENEFITTING | | 100 | # FEMALE-H | EADED HH: |
| | | | # TOTAL | # HISPANIC |
| | | WHITE | : 33 | 10 |
| | BLACK/AFRICAN AME | RICAN | : 67 | 15 |
| | | AS IAN | : | |
| AMERICA | N INDIAN/ALASKAN N | AT IVE | : | |
| NATIVE HAWAIIAN | ∕OTHER PACIFIC ISL | ANDER | : | |
| AMERICAN INDIAN | ∕ALASKAN NATIVE & | WHITE | : | |
| | ASIAN & | | | |
| BLACK/A | FRICAN AMERICAN & | WHITE | : | |
| AM. INDIAN/ALASKAN NAT | | | | |
| | OTHER MULTI-R | ACIAL: | : — | |
| | | TOTAL | : 100 | 25 |
| PRESUMED BENEFIT? (Y/N): NATURE/LOCATION? (Y/N): | ** | | | |
| F3 = VALDT F4 = MAIN F5 | = PROJ F7 = PREV | F8 = | = NEXT F9 = S | AVE |

CDBG DISPLACEMENT

| 12/13/02 09:01 | CDBG D | ISPLA | CEMENT | | | C | 4MC03 | | | |
|---|---------|---------|----------|------|-----------|----------|-------|--|--|--|
| GRANTEE ACTIVITY NBR: 023482 ACTIVITY NAME: WEST S | QUARE M | | | | TY NUMBER | | | | | |
| CENSUS TRACT OR CITY: 0001.00 TRACT/CITY#: 001 OF 007 | | | | | | | | | | |
| -DISPLACDREMAIN INRELCTD TOACTIVITY- | | | | | | | | | | |
| R A C E | | #H I SP | TOTL# # | HISP | TOTL# #H | | #HISP | | | |
| WHITE: | _ 4 | 1 | 1 | | | _ 4 | / 1 | | | |
| BLACK/AFRICAN AMERICAN: | 10 | _ | 1 | | | 10 | / 0 | | | |
| ASIAN: | 2 | | | | | _ 2 | / 0 | | | |
| AM INDIAN/ALASKAN NATIVE: | | | | | | 0 | / 0 | | | |
| NAT.HAWAIIAN/OTH.PACFIC ISL: | | | | | | 0 | / 0 | | | |
| AM.INDIAN/ALASKAN NAT.&WHITE: | | | | | | _ 0 | / 0 | | | |
| ASIAN & WHITE: | | | _ | _ | | - ĭ | / 1 | | | |
| BLACK/AFRICAN AM. & WHITE: | | | _ | _ | | _ ; | , i | | | |
| AM. INDIAN/ALSKN & BLCK/AFRCN: | | _ | _ | _ | | | - | | | |
| | _ | _ | _ | _ | | | | | | |
| OTHER MULTI-RACIAL: | _ | _ | _ | — | | _ 0 | / 0 | | | |
| ASIAN/PACIFIC ISLANDER: | _ | | _ | — | | 0 | / 0 | | | |
| HISPANIC: | 2 | 2 | 1 | 1 | | _ 2 | / 2 | | | |
| | | | | | | | | | | |
| F3 = VALDT F4 = MAIN MENU | F5 = PR | OJ INF | 0 F7 = | PREV | F8 = NEX1 | Γ F9 = S | SAVE | | | |
| F11 = INSERT F13 = DELETE | F17 = U | P F18 | 3 = DOWN | | | | | | | |

ESG RACIAL/ETHNIC CHARACTERISTICS



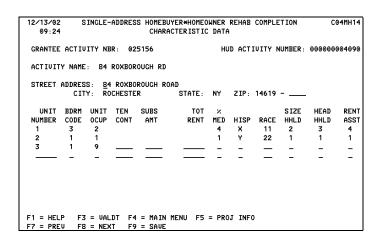
HOPWA RACIAL/ETHNIC CHARACTERISTICS

| 12/13/02 06:27 | FACILITY-BASED | HOUSING | | C04MP12 |
|--|--------------------|-----------|-----------|-----------|
| PROJECT NUMBER: 31 PRO PROJECT TITLE: HOPMA ACTIVITY NAME: 0H0030 RAP, DEMOGRAPHICS - RACE/ETHNIC: | INC. | ACTIVITY | NBR: 0000 | 00000634 |
| TOTAL NUMBER OF PERSONS - | | | | |
| RECEIVING HOUSING | ASSISTANCE: | 25 | | |
| | | # TO | | PANIC |
| | | ITE: _ | 5 | 1 |
| BL | _ACK∕AFRICAN AMERI | CAN: | 5 | 2 |
| | AS | IAN: | 0 | 0 |
| AMERICAN : | INDIAN/ALASKAN NAT | IVE: | 0 | 0 |
| NATIVE HAWAIIAN/01 | THER PACIFIC ISLAN | DER: | 0 | 0 |
| AMERICAN INDIAN/AL | ASKAN NATIVE & WH | ITE: | 0 | 0 |
| | ASIAN & WH | ITE: | 5 | 2 |
| BLACK/AFR: | ICAN AMERICAN & WH | ITE: | 0 | 0 |
| AM INDIAN/ALASKAN NATTU | & BLACK/AFRICAN | AM · | 0 | ō |
| The state of the s | OTHER MULTI-RAC | | 0 | 0 |
| Δ. | STAN/PACTETO ISLAN | | 0 | 0 |
| | HISPA | | 10 | 10 |
| | | | | |
| | 10 | TAL: | 25 | 15 |
| F3 = VALDT F4 = MAIN MENU | F5 = PROJ INFO | F7 = PREV | F8 = NEXT | F9 = SAVE |

HOME RENTAL COMPLETION CHARACTERISTIC DATA

| 12/13/02 09:21 | | | | | | | | | | | 94MH13 |
|---|---|-------|--------|--------|-----------|--------|--------|--------|------|------|--------|
| GRANTEE ACTIVITY NBR: 026342 / 026502 HUD ACTIVITY NUMBER: 000000004277 | | | | | | | | | | | |
| ACTIVIT | ACTIVITY NAME: PROV WESTSIDE DEV | | | | | | | | | | |
| STREET | | | | | SIDE HOUS | | | | | | |
| | CIT | Y: R0 | CHESTE | R | STATE: | NY | ZIP: | 14624 | - | | |
| UNIT | BDRM | UNIT | TEN | SUBS | тот | × | | | SIZE | HEAD | RENT |
| NUMBER | CODE | OCUP | CONT | AMT | RENT | MED | HISP | RACE | HHLD | HHLD | ASST |
| 1 | 2 | 1 | | | | 1 | X | 21 | 1 | 1 | 1 |
| 2 | 2 | 2 | | | | 1 | Y | 22 | 1 | 1 | 1 |
| 3 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| 4 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| 5 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| 6 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| 7 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| 8 | 2 | 9 | | | | _ | _ | _ | _ | _ | _ |
| ADDITIO | ADDITIONAL UNITS AT THIS ADDRESS? _ SELECT ANOTHER ADDRESS? _ | | | | | | | | | | |
| F1 = HEL | P F3 | = UAL | DT F4 | = MAIN | MENU F5 | = PRO | J INFO |) | | | |
| F7 = PRE | | = NEX | | = SAVE | | ' = UF | | 18 = I | OMN | | |

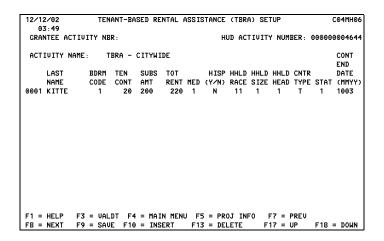
SINGLE ADDRESS COMPLETION CHARACTERISTIC DATA



MULTI-ADDRESS CHARACTERISTIC DATA

| 12/13/02 MULTI-ADDRESS HOMEBUYER*HOMEOWNER REHAB COMPLETION C04MH13 09:38 CHARACTERISTIC DATA | | | | | | | | | | | |
|--|---------------|----------------|--------|------------------|---------------|-------|--------|--------|--------|------|------|
| GRANTEE ACTIVITY NBR: HUD ACTIVITY NUMBER: 000000004650 | | | | | | | | | | | |
| ACTIVITY NAME: MAYBERRY APARTMENT REHAB | | | | | | | | | | | |
| STREET | ADDRES CIT | | 3 HOGE | NHILL TI | ERR STATE: | MD | ZIP: | 12345 | | | |
| UNIT | BDRM | UNIT | TEN | SUBS | тот | × | | | SIZE | HEAD | RENT |
| NUMBER | CODE | 0CUP | CONT | AMT | RENT | MED | HISP | RACE | HHLD | HHLD | ASST |
| 1 | 1 | 1 | | | | 1 | N | 13 | 1 | 1 | 1 |
| 2 | 2 | 2 | | | | 1 | Y | 11 | 2 | 2 | 2 |
| 3 | 1 | 9 | | | | _ | _ | _ | _ | - | - |
| | - | - | | | | - | - | _ | - | - | - |
| | | | | | | | | | | | |
| | | | | | | SELEC | T ANOT | HER AI | DRESS? | - | |
| F1 = HEL F7 = PRE | | = VAL = NEX | | = MAIN = SAVE | MENU F5 | = PRO | J INFO |) | | | |

TENANT-BASED RENTAL SETUP



2. REPORTS:

Problem: The CDBG Activity Summary Report (GPR) for Program Year (PR03), ESG Statistics for Projects (PR19), and HOPWA Project Activity Summary for Report Year (PR72), which all report racial and ethnicity data, need to be modified so they include the new race and ethnicity codes used on the IDIS online screens.

Solution: Effective with Version 7.0, the above reports were modified to include the new race and ethnicity codes used on the IDIS online screens. The IDIS <u>Report Catalog</u> contains updated examples of the revised reports.

3. DRAWDOWN:

Problem: Currently, IDIS checks to see if an activity has enough funds available to draw when the user enters an activity number on the Create Drawdown (MD10) screen. In rare circumstances, if two users for the same grantee both have rights to create drawdowns and if they both attempt to create a drawdown at the same moment in time, IDIS allows the creation of both draws and assigns a voucher number on the MD14 screen even though the total of both invoices exceeds the amount funded.

Solution: Effective with Version 7.0, IDIS will check for available funds both at the start of a draw request on the MD10 screen and again on the MD14 screen when the request is completed and a voucher number issued. In the above example, the first draw request would be processed. If the second draw request exceeded the available funding, the user would have to abandon the request or create a request for only the amount of funding available.

4. SYSTEM AND EDI

Problem: Records for Electronic Data Interchange (EDI) that report race and ethnicity data need to be modified so they include the new race and ethnicity codes used on the IDIS online screens.

Solution: Effective with Version 7.0, the following records have been modified to reflect the Version 7.0 changes to IDIS for race and ethnicity. <u>EDI record layouts</u> have been updated to reflect this change.

I09, EDI CDBG LMC ActivityI18, EDI ESG ActivityI10, EDI CDBG LMH ActivityI27, EDI HOPWA Activity

I11, EDI CDBG LMJ Activity I24, EDI HOME Location Beneficiaries

I14, EDI CDBG Area Displacement I25, EDI HOME Tenant-Based Beneficiaries

Problem: When the IDIS online screen C04MP11, Expenditures of HOPWA Funds, was updated to include a new "Resource ID" field, the I29 EDI record, EDI HOPWA Expense, was not modified so that Resource ID was a valid entry.

Solution: Effective with Version 7.0, the I29 EDI record has been modified to accept a TYPE_CD value of "15" (Resource ID).

Problem: IDIS Data Extract Files which include race and ethnicity data need to be modified so they include the new race and ethnicity codes used on the IDIS online screens.

Solution: Effective with Version 7.0, the following files have been modified to reflect the Version 7.0 changes to IDIS for race and ethnicity: BEN, E-BEN, M-BEN, M-TBRA-BEN, and C-DSPLC. <u>Appendix D</u> of the IDIS Reference Manual, Data Extract File Layouts has been updated to reflect this change.

Problem: IDIS is not adjusting activity funding properly when it receives an adjustment from LOCCS.

Solution: Effective with Version 7.0, IDIS logic was corrected to ensure activity funding is updated properly when an adjustment transaction is received from LOCCS.